

**TOWN OF WILLIAMSPORT
MAYOR AND COUNCIL MINUTES
WORKSHOP
July 7, 2011**

A Workshop meeting of the Williamsport Mayor and Council was held on July 7, 2011, at the Williamsport Town Hall in Williamsport, MD at 7:00 p.m.

In attendance were:

Mayor James G. McCleaf II
Assistant Mayor Anthony Drury
Councilwoman Joan Knode
Councilwoman Maya Haines
Councilman Bill Green
Councilman Tim Fraker
Councilman Jim Kalbfleisch

Also, present Donnie Stotemyer, Town Clerk

Mayor James G. McCleaf II called the meeting to order.

Guests

None

Unfinished Business

Mayor James G. McCleaf II explained to the council what he would like to see in a proposed demolition ordinance for the Town of Williamsport. He stated that time restraints should be implemented in the ordinance so that if a structure is demolished that empty lot is not prevailing for some time.

Councilman James Kalbfleisch suggested that an application fee structure be adopted for the demolition application.

Mr. Jerry Stumbaugh, Chairman Planning and Zoning Commission reviewed with the Council their recommendations to be part of the demolition ordinance.

A letter of instruction and rules of compliance would be issued once permit is approved.

1. A deposit of \$100 is required prior to Town issuing approved permit. This deposit is refundable at completion of demolition once site inspection and compliance has been verified by Town Representative.
2. A permit fee of \$75 is to be collected at the time approved permit is issued.
3. Electrical power must be turned off and meter removed before demolition work can began.
4. Water lines are to be capped at meter.
5. Sewer lines to be capped and surface identified.
6. Area (lot) will require grading and seeding if construction is not planned within 90 days of demolition. Should reclamation not be completed within the 90 days, the Town reserves the authority to accomplish reclamation at property owner expense.

Councilman Tim Fraker suggested that all permit fees associated with demolition be included in the application fee.

Mayor James G. McCleaf suggested that there be two types of fees for demolition permits - Commercial and Residential.

The Council agreed that the fee structure be set at \$500 for a residential demolition permit and \$5000 for a Commercial demolition permit.

Councilman Tim Fraker explained about the Commercial building (Wolf's) on the square in Williamsport. He said it would cost too much to restore and repair the building; however, if something else was built in that location would it be historic in nature to fit into the current look of the Town.

Councilman Tim Fraker suggested that the ordinance include enforcement issues which would include the Mayor shall appoint an inspector to monitor building and demolition covered by this code, whose duty it shall be to submit recommendations to the Mayor and Council. The inspector shall inspect all new construction and demolition activities, check compliance with the building permit and report all violations of these regulations to the Mayor and Council. The inspector shall be empowered to stop all building construction and demolition until any violations thereof are corrected. The inspector shall have no discretionary power to modify or waive any of these regulations.

- b. Any violation of any of the provisions of this Chapter shall be a municipal infraction subject to the imposition of a fine of \$100.
- c. Each day that the violation continues shall be a separate offense.
- d. In any case where the Mayor has reason to believe that there may have been an un-remedied violation of this Code, the Mayor may issue a Notice of Violation.

Mayor James G. McCleaf suggested let's take all the talking points and create the demolition ordinance. The Council requested to review the preliminary ordinance prior to taking it to a formalized vote.

Mayor James G. McCleaf moved into Executive Session.

New Business

None

Citizen Participation

None

Meeting Adjourned

Respectfully submitted,

Donnie Stotemyer
Town Clerk
Town of Williamsport